

Kingston Fire District
Finance Committee Meeting
December 6, 2007

The KFD Finance Committee meeting began at 6:35 p.m. Present was Lori Horton of the Board of Wardens, Treasurer Thomas Vignali, Chief Nathan Barrington and Kevin Culley and Vern Wyman of URI. The topics discussed were the Kingston Fire District's insurance policies and the University of Rhode Island building lease with the Kingston Fire District.

General Discussion

Vern Wyman of the University of Rhode Island stated that the University's property insurance coverage states that due to the structure of the lease with the Kingston Fire District, the University has continued ownership of the building. He also stated that URI's insurance premiums are favorable. Chief Barrington stated that the Kingston Fire District has contents coverage only. Mr. Wyman said that in the event of a natural disaster, the University would cover the Kingston Fire District. He noted that the University has an asset protection fund that they may also pull funds from in the event KFD would need building improvements due to a disaster. He also said that the renewal date for this property is July 1, 2008. The group agreed that we should draw up a comparison between VFIS, which is the Kingston Fire District's insurance provider, and the University's insurance provider. Chief Barrington said that at the next Finance Committee meeting in March, 2008, the group should look at the entire insurance policy.

A brief discussion took place regarding the building lease and Vern Wyman stated that the University of Rhode Island will respond to the Kingston Fire District within a few weeks.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Jennifer Marcoux

Kingston Fire District
Board of Wardens' Meeting
December 6, 2007

Call to Order: President Elizabeth McNab called the KFD Board of Wardens meeting to order at 7:00 p.m. Also present were wardens Lori Horton, Vin Rose, John Oberle and Donald Cobb, Treasurer Thomas Vignali, Tax Collector Linda Mendillo, Chief Nathan Barrington, Kevin Culley of URI, Vernon Wyman of URI who attended approximately ½ of the meeting, KFD Auditors Ted Jakubowski and Gerrayln Perry, Robert Civetti of Braver and from the public, Mr. Angelo Mendillo.

Robert Civetti from Braver reviewed the following documents:

1. Communication of Matters Prescribed by Statement on Auditing Standards #61 and #89;
2. Kingston Fire District Financial Statements and Supplementary Information for the Year Ended June 30, 2007 with Independent Auditor's Report; and
3. Letter of Observations and Recommendations Noted During Our Audit of Fiscal Year Ended June 30, 2007

Copies of these documents were available for all who attended. Mr. Civetti reviewed the financial documents in detail and asked for questions from the quorum.

MOTION: Rose made and Oberle seconded a motion to accept the Secretary's Report from November 15, 2007.

_____ The motion passed unanimously.

MOTION: Rose made and Oberle seconded a motion to accept the Treasurer's Report.

Treasurer's Report: Vignali stated that the 2006 and the 2007 football details have not been paid. Kevin Culley said that the University has made the decision not to pay the football details due to the unresolved uniform issue. Per Chief Barrington, this matter has been forwarded to the attorney representing the Kingston Fire District for collection. Mr. Culley said that URI will be contacting KFD regarding the uniforms within the next two weeks. The University of Rhode Island will come to a conclusion regarding the uniforms and the information will be presented to the Kingston Fire District. The Board of Wardens strongly feels that the payment of the football details and the changing of KFD uniforms is completely unrelated. Angelo Mendillo suggested that KFD use a blanket purchase order for further details with the University of Rhode Island. Vignali mentioned that the Wardens' Discretionary fund was over budget by \$476 due the two years worth of awards that were presented at the Christmas party on December 1, 2007. Lastly, Vignali stated that the next large expenditure is the debt service payment for Engine 9 and Ladder 2. This check will be sent out on December 15, 2007.

_____ The motion passed unanimously.

MOTION: Rose made and Oberle seconded a motion to accept the Tax Collector's report.

Tax Collector's Report: Linda Mendillo stated that she has collected about 75% of the 2007 taxes. It was suggested that Mendillo could call the taxpayers who remain outstanding for 2006. Mendillo said that Donald Packer, Esq. recommended that she not call the taxpayers because she could be accused of harassment. Also, she stated that Campus Video has gone out of business. The balance owed by Campus Video should be presented to the KFD tax assessors.

The motion passed unanimously.

MOTION: **Horton made and Cobb seconded a motion to accept the verbal URI report.**

URI Report: Kevin Culley of URI stated that the tree cutting on Flagg Road does not have anything to do with the proposed Research Project. There was a lengthy discussion regarding the recent URI basketball game against Providence College that occurred on December 4, 2007. Culley stated that there were over 75 event staff employees at this game. He also mentioned that the University of Rhode Island will further discussions about crowd control.

The motion passed unanimously.

MOTION: Horton made and Cobb seconded a motion to accept the Chief's report.

Chief's Report: Chief Barrington said that the USDA gave the Kingston Fire District a clean audit report. Also, he mentioned that the concerns with the delays in dispatch are being addressed. The Chief stated that both the Kingston Fire District and the Union Fire District paid for dispatch training in 1999, however, the Town of South Kingstown never followed up on this training. Chief Barrington announced that the new fire code addendum will be out next week. The Chief suggested that we begin the discussion regarding next year's budget at the next Wardens' meeting. Chief Barrington asked the wardens if they would consider passing a motion to split the cost of bus rental from the December 1, 2007 Christmas party. The Kingston Volunteer Fire Company would absorb the other half of the rental.

MOTION: Cobb made and Horton seconded a motion to approve \$250 to come out of the Recruitment and Retention funds to contribute to the bus expense from the Christmas party.

The motion to contribute to the bus expense passed unanimously.

Chief's Report (Continued): The Chief gave an overview of Deputy Chief Notarianni's report. In his report, the Deputy Chief requested that the District purchase new software to track the accountability of all equipment. Finally, Chief Barrington suggested that we hold two Wardens' meetings a month to work on the policy manual. Horton agreed with the Chief on this point. We have tentatively set the next meeting for January 10, 2008.

The motion to accept the Chief's report passed unanimously.

New Business:

MOTION: Horton made and Cobb seconded a motion to restrict plan review fees earned from the Compass School addition for fire marshal activities.

The motion passed unanimously.

Old Business:

Vern Wyman stated earlier in the meeting that the building lease should be resolved within the next few weeks. The Finance Committee should present a report when they meet again regarding the building lease.

Travel reimbursement will be at the federal rate for business mileage at 48.5% for 2007.

MOTION: Rose moved and Horton seconded a motion that mileage reimbursement for the office staff will be contingent on a report indicating the date, the odometer reading, vehicle license plate/registration number and the purpose of the trip retroactive to July 1, 2007 and will be submitted with the invoices on the 15th of the month for review and approval by the Chief.

The motion passed unanimously.

MOTION: Rose moved and Cobb seconded a motion to accept the Fixed Asset Policy with amendments.

The motion passed unanimously.

MOTION: Rose moved and Oberle seconded a motion to accept the tax assessors' recommendations to add the prorated bills to the tax roll.

The motion passed unanimously.

New Business:

The annual walk through the station will take place at the January, 2008 Wardens' meeting.

MOTION: Oberle made and Cobb seconded a motion to adjourn the meeting.

The motion passed unanimously.

The meeting adjourned at 10:20 p.m.

Respectfully submitted,

Jennifer Marcoux